



CalJOBS Help Sheet 11

Creating a Closure in CalJOBS

Prepared by: Research and Statistics Division

How to Create a Closure in CalJOBS

This section provides a step by step guide on how to create a closure in CalJOBS. It also includes information about when to create a closure and its effects.

Closures are to be created when an agency is done providing services for a participant. It is important to note that a closure of a participant is NOT the same as an exit. When a closure for a participant is completed, it will take 90 days for them to receive a soft exit from the system. In those 90 days, a closure can be deleted if the participant decides that they want to stay with the agency. A data change request must be submitted to CalJOBS Tech Support for all closure deletions. A participant can also expand this 90 day period by using the CalJOBS website for self-service activities (i.e. looking for a job or creating a résumé). After 90 days from when the closure is created, the participant will receive a soft exit from the system.

Creating a Closure:

1. After accessing the participant's case, expand the WIOA application by clicking on the (+) located to the left of the application. Then, click the new (+) that appears to further expand the WIOA application. Finally click on the "Create Closure" link.

* Before a closure can be created, *all* activities must be closed. A closure CANNOT be created if an activity is still open.

The screenshot shows the CalJOBS interface for a WIOA application. The application is expanded, showing details for WIOA Program #2234010. The interface includes links for 'Create Workforce Innovation and Opportunity Act (WIOA) Program', 'Create Participation', 'Edit Participation for WIOA #2234010 Participation Date 10/5/2015', 'Create Activity', 'Create Literacy & Numeracy Records', 'Create Younger Youth Goals', 'Create Closure', 'Edit WIOA Case Closure for WIOA Program #2234010 Closure on 10/5/2015', and 'Create Outcome'. A table of activities is displayed, showing a single activity '412 - Objective Assessment' with a status of 'Successful Completion'.

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
Successful Completion	412 - Objective Assessment No Provider Information	W	301 Youth	10/05/15	10/05/15	01/11/16	10/05/15 Successful Completion

A red arrow points to the 'Create Closure' link. A black arrow points to the 'Edit WIOA Case Closure for WIOA Program #2234010 Closure on 10/5/2015' link.

If the participant already has a closure, click on the closure to edit/add information.

2. Enter the necessary information as indicated on the form

a. General Information

Complete the General Information section by selecting an office location and agency code.

General Information

Username:	29833132
Name:	Garcia, Francisco
Last service date:	06/29/2015
Exit Date:	06/29/2015
Exit Reason:	Soft Exit
LWIA:	13 Los Angeles County Department of Community, and Se
* Office Location:	WIOA - AYE Catholic Charities
Agency Code Search:	Agency Code Search
Agency Code:	151 LAO AYE CATHOLIC CHARITIES D'
Case closure date:	06/29/2015
	Reset Closure Date

Click here to select the Agency

Search "LAO" to get a list of agencies. Then choose the appropriate agency from the pop-up window.

Agency Search - Windows Internet Explorer

https://uat.geosolinc.com/150/vos06000000/vosnet/agencyselect

You may search for an agency by typing a keyword in the blank below. Click the Search button after you have entered a keyword.

Agency Search - Windows Internet Explorer

https://uat.geosolinc.com/150/vos06000000/vosnet/agencyselect

106	LAO ANTELOPE VALLEY WORKFORCE DEV
107	LAO LA WORKS ESGVC
108	LAO WEST LA WORKFORCE JVS
109	LAO HUB CITIES CONSORTIUM
111	LAO CENTRAL SGV GOODWILL INDUS
119	LAO SASSFA
137	LAO SANTA ANITA FAMILY SERVICE ISY D1
138	LAO LA COUNTY OFFICE OF EDUC D5
141	LAO AYE CATHOLIC CHARITIES D2
143	LAO HUB CITIES CONSORTIUM D2
146	LAO SASSFA ISY
147	LAO JEWISH VOCATIONAL SERV NESFV
148	LAO COMMUNITY CAREER DEV SOUTH LA
151	LAO AYE CATHOLIC CHARITIES D1
153	LAO LA COUNTY OFFICE OF EDUC D1

b. Credentials

If the participant received any credentials (i.e. High School Diploma/GED, BS Degree), add it to the Credentials section.

Credentials


Credentials associated to this application


Received credential:

☒ Yes, received credential.
☐ No, did not receive credential.

*** Credential attainment:**

Credential other:

*** Date credential attained:** (mm/dd/yyyy)  [Today](#)

***** [\[Verify | Scan | Upload | Link | View \]](#)
 There is a copy of a credential or appropriate documentation in the case file.

c. Credentials received in enrollment

The following section will automatically populate based on previously provided information.

Credentials received in enrollment		
Activity Code	Credential	Provider
416	Occupational Skills certificate or credential	

d. Outcome Information

In the Outcome Information section, complete the appropriate fields that correspond with the participant's certificates and degrees. Appropriate documentation will need to be uploaded where required.

*This section will only appear for youth participants' closure reports.

Outcome Information

* Youth – School Status at Exit:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ School records

* Attained Diploma, GED/High School Equivalency Diploma or Certificate:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ Appropriate documentation exists in case management file

Date Attained:

* Youth Placement at Exit:

Placement Date: (mm/dd/yyyy) Today

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

✓ There is appropriate documentation in the case file.

e. Employment Information

Fill in the **Entered Employment** field. If the participant found a job, click the “**Add Employer**” button.

Employment Information

* Entered Employment:

No employers available.

[Add Employer](#)

After clicking the “**Add Employer**” button, an Add/Edit Employer section will appear, with two subsections: Employer Information and Job Information.

Complete the appropriate fields and click the **save** button to add this employer.

*Make sure that the **Occupation Code** field matches with the participant’s training activity code if the participant found a job in a training related field. The first six digits of the occupation code must match to populate “Yes” in the “Is this considered Training Related Employment?” field.

The form is divided into two main sections: **Employer Information** and **Job Information**.

Employer Information fields include:

- Employer Name: [Text Box]
- Verify Employer Name: [Verify] [Scan] [Upload] [Link] [View]
- Address Line 1: [Text Box]
- Address Line 2: [Text Box]
- City: [Text Box]
- State: [None Selected] [v]
- County: [v]
- Zipcode: [Text Box]
- Find Zip Code: [USPS]
- Country: [None Selected] [v]
- Industry Title (NAICS): [Search for Industry NAICS Code]
- Industry NAICS Code: [Text Box]
- Industry NAICS Description: [Text Box]
- Primary Employer Contact Name: [Text Box]
- Primary Employer Contact Phone Number: [Text Box] - [Text Box] - [Text Box] Ext [Text Box]
- Primary Employer Contact Email: [Text Box]
- Is this employer a federal contractor? [Yes] [No]

Job Information fields include:

- Job Title: [Text Box]
- Occupation: [Text Box] [Select Occupation]
- Is this a green job? [Yes] [No]
- Hours Worked: [Text Box]
- Hourly Wage: [Text Box]
- Job Start Date: [Text Box] [dd] [mm] [yy]
- Job End Date: [Text Box] [dd] [mm] [yy] [Currently Employed]
- Reason for Leaving: [None Selected] [v]
- Job Duties (2500 characters max): [Text Area] [Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.]
- [Spell Check] [Insert Occupational Description] [Clear Text] [Remove All Formatting]
- Primary Employer (WIOA only): [Yes] [No]
- Receiving Fringe Benefits: [Yes] [No]
- Job Covered by Unemployment Compensation: [Yes] [No]
- Is this considered Non-Traditional Employment? [None Selected] [v]
- Is this considered Training Related Employment? [None Selected] [v]

At the bottom of the form are **Save** and **Cancel** buttons. A purple arrow points to the "Is this considered Training Related Employment?" dropdown field.

f. Staff Information

Complete the Staff Information section with the current case manager's information. You may assign or remove case managers for the participant by clicking the "**Assign Case Manager**" or "**Remove Case Manager Assignment**" buttons. Case Notes can also be added by clicking the "**Add a new Case Note**" button. When finished with this section and all other sections, click the **Save** button to finish the Closure.

Staff Information

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

Current Case Manager:

Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

[Save](#) [Cancel](#) [Delete](#)